



UNITED STATES EMBASSY OTTAWA, CANADA
P.O. BOX 866, STATION B, OTTAWA, ON, K1P 5T1, CANADA - PHONE: (613) 688-5264, FAX: (613) 688-3055

Location: QUEBEC CITY, CANADA

EXECUTIVE ASSISTANT

VACANCY NUMBER: 06-46

Thursday, September 07, 2006

This Vacancy is Open

OPEN TO: All Interested Candidates

POSITION: Executive Assistant **Grade:** FSN-7; FP-7*

OPENING DATE: Thursday, September 07, 2006

CLOSING DATE: Thursday, September 21, 2006

WORK HOURS: Part-time; 24 hours per week

SALARY: *Not Ordinarily Resident: U.S. \$18,857 p.a. (Starting Salary)
(Position Grade: FS-7)

*Ordinarily Resident: C \$25,509 p.a. (Starting Salary)
(Position Grade: FSN-7)

LENGTH OF HIRE: Indefinite

NOTE: All applicants who are not the family members of U. S. Government employees officially assigned to post under Chief of Mission Authority must be residing in country and have the required work and/or residence permits to be eligible for consideration.

The U.S. Consulate in QUEBEC CITY is seeking an individual for employment in CANADA for the position of Executive Assistant in the Office of the Consul General.

BASIC FUNCTION OF POSITION

The incumbent of this position will perform a range of secretarial and administrative duties for the Consul General and for the Consulate staff. These duties include: performing secretarial and protocol duties on behalf of the Consul General; making travel arrangements for the Consul General, consulate staff, and official visitors; assisting in the organization of public affairs events; drafting and translating speeches, letters and other documents from English to French; operating DVC and audio-visual equipment; and performing basic computer LAN duties as required. The incumbent will report directly to the Consul General.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below

with specific and comprehensive information supporting each item.

- 1. Education:** Post-secondary school diploma in business administration, communications, or social sciences is required.
- 2. Experience:** Two years of office experience is required.
- 3. Language:** Level 4 (fluency) Speaking/Reading/Writing in both English and French is required.
- 4. Knowledge:** Must possess a familiarity with U.S. and Quebec institutions and society, cultural circles, and local/provincial government officials.
- 5. Skills and Abilities:** A basic understanding of LANs, installation of workstation components, preventative network maintenance, internet, and telecommunications is required.
- 6. Interpersonal Skills:** Must possess excellent interpersonal skills to deal with public telephone calls and visitors courteously and with discretion.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs), and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Candidates for employment are hired at the first step.

If there are no qualified candidates at the stated grade level, the candidate may be hired at a lower level or the position may be re-advertised.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

Currently-employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

Currently-employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

Candidates must be able to obtain and hold a non-sensitive security clearance for this position.

Candidates must possess a valid drivers license.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Federal Employment (SF-171); or
2. A current resume or curriculum vitae, may be accompanied by an (OF-612); plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their applications.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed

above.

SUBMIT APPLICATION TO: Management Office
U.S. Consulate
2 Place Terrasse Dufferin
Quebec City, Quebec
G1R 4T9

e-mail: quebecadmin@state.gov

POINT OF CONTACT: Management Office
Phone: (418) 692-2095 ext. 2010

DEFINITIONS

Eligible Family Members (EFM): Family Members who meet the criteria of 6 FAM 111.3 and who are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.

U.S. Citizen Eligible Family Members (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or child as referred to in 6 FAM 111.3-1 paragraph (1) and who is at least age 18;
- Listed on travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.
- Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.

EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A person who: 1) has accompanied, but is NOT on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

Not-ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMS of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: THURSDAY, SEPTEMBER 21, 2006

The U.S. Mission in Canada provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives

to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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